

**Guideline for attending the 2023 Annual General Meeting of Shareholders  
through electronic meeting (E-AGM)  
NR Instant Produce Public Company Limited**

In order for the shareholders' meeting of NR Instant Produce Public Company Limited (the "Company") to be transparent, fair and beneficial to the shareholders. The shareholders or proxies are required to bring the invitation letter with barcode, proxy form and identification documents to register, attend and vote at the Meeting.

Shareholders who will attend and proceed the registration via electronic meeting (E-AGM) must submit identity verification documents as specified by the Company to the Company by 17 April 2023. After the Company has checked the information on the list of shareholders entitled to attend the Meeting completely correct, the electronic conferencing service provider will send a link for attending the Meeting together with the access manual to email which the shareholders informed the Company in the registration form for attending E-AGM as per attachment 10. The link will be sent out 2 days in advance before the Meeting date. In this regard, the conditions, criteria and procedures for attending the meeting, appointing a proxy and voting are as follows.

**Documents and evidence for attending the Meeting to verify your identity before attending E-AGM.**

1. Submit the registration form for attending E-AGM as per attachment 10, together with email address and mobile phone number. The Company will send a link for registration and attending the Meeting as well as access manual to email as you have informed
2. Submit the identification documents for attending E-AGM as follow:
  - 2.1 Shareholder attend the Meeting in person
    - 1) Shareholder as Natural Person
      1. The invitation letter with QR Code signed by the shareholder **and**
      2. Valid official document issued by government authorities e.g. citizen's identification card, government officer's identification card, driving license or passport (in case of foreigner), together with the evidence of change in name or surname (if any)
    - 2) Shareholder as Juristic Person that the representative of the juristic person (Authorized Director) attending the Meeting in person
      1. The invitation letter with QR Code signed by the representative of the juristic person (Authorized Director) attending the Meeting in person **and**
      2. Copy of shareholder's affidavit (issued no longer than 6 months prior the Meeting) certified true copy by the representative of the juristic person (Authorized Director), who attend the Meeting in person, showing that the representative of the juristic

person (Authorized Director) who attend the Meeting has the authority to act on behalf of the juristic person **and**

3. Valid official document issued by government authorities of the representative of the juristic person (Authorized Director) who attend the meeting in person e.g. citizen's identification card, government officer's identification card, driving license or passport (in case of foreigner), together with the evidence of change in name or surname (if any)

## 2.2 Shareholder appointing a Proxy

### 1) Shareholder as Natural Person appointing a Proxy

1. The invitation letter with QR Code signed by the proxy **and**
2. The Proxy Form as attached to the Invitation Letter (Form A or B), completely filled in and signed by the shareholder and the proxy **and**
3. Copy of valid official document, issued by government authorities, of the shareholder and the proxy, e.g. citizen's identification card, government officer's identification card, driving license or passport (in case of foreigner), together with the evidence of change in name or surname (if any)

### 2) Shareholder as Juristic Person appointing a Proxy

1. The invitation letter with QR Code signed by the proxy **and**
2. The Proxy Form as attached to the Invitation Letter (Form A or B), completely filled in and signed by the authorized person of the juristic person and the proxy **and**
3. Copy of the shareholder's affidavit (issued no longer than 6 months prior the Meeting) certified true by the authorized person of the juristic person who assign the proxy, showing that the authorized person who assign the proxy has the authority to act on behalf of the juristic person **and**
4. Copy of valid official document, issued by government authorities, of authorized person of the juristic person who assign the proxy and the proxy e.g. citizen's identification card, government officer's identification card, driving license or passport (in case of foreigner), together with the evidence of change in name or surname (if any)

### 3) Granting proxy to the Company's independent director

Shareholder granting proxy to the Company's independent director as per the names listed in attachment 6

- 4) For Foreign investor appointing Custodian in Thailand
  1. The invitation letter with QR Code signed by the proxy **and**
  2. The Proxy Form (Form C) as attached to the Invitation Letter, which is completely filled in and certified true by the shareholder and the proxy **and**
  3. Custodian's documents, as same as in the case of a juristic person **and**
  4. Power of Attorney by foreign investor authorizing Custodian to assign proxy and
  5. A Confirmation Letter or a copy of Custodian license, evidencing the rights to engage in custodian business

Remarks ;

- 1) Each copy of documents must be certified as true and correct copy.
  - 2) Each proxy form must affix stamp duty of 20 baht, in which the Company facilitate the shareholders by providing the stamp duty
  - 3) For foreign documents, certification by notary public is required and if the document is a copy, it must be certified true and correct by authorized persons.
  - 4) Documents that are not in Thai or English are required to have Thai or English translation attached and the translation of such is to be certified correct translation by the shareholder or the authorized persons.
3. The shareholders or proxies are required to submit the registration form for attending E-AGM along with the identification documents to the Company **within 17 April 2023** via the following channels:
    - via Email: [IR@nrinstant.com](mailto:IR@nrinstant.com) or
    - via postal mail: Investor Relations Department  
NR Instant Produce Public Company Limited  
518/5, 6<sup>th</sup> Floor Maneeya Center Building, Ploenchit rd.,  
Lumpini, Pathumwan, Bangkok 10330
  4. After the shareholders or proxies have their identity verified and the validity of documents have confirmed. The Company afterwards will send the link including the system access manual to the email that the shareholders or proxies have registered with the Company for use the registration form for attending E-AGM as per attachment 10. The link will be sent out 2 days in advance before the Meeting date.
  5. In case of any inquiries regarding the request to attend the electronic meeting, please contact E-AGM service OJ International Co.Ltd. by phone at 02 079 1811

### **Channels for shareholders to submit questions in advance**

Shareholders can submit questions in advance in matters related to business, industry, company performance, or related to any agenda that will be considered in the E-AGM through the channels and details as follows:

1. During the E-AGM, shareholders attending the Meeting can send questions through the E-AGM system by clearly specifying the name and surname of the shareholder **or**
2. Fill out the form for submitting question in advance as per attachment 11 to the Company prior to the Meeting date through the following channels:
  - via Email: [IR@nrinstant.com](mailto:IR@nrinstant.com) **or**
  - via postal mail: Investor Relations Department  
NR Instant Produce Public Company Limited  
518/5 Maneeya Center Building, 6<sup>th</sup> floor, Ploen Chit Road,  
Lumphini, Pathum Wan, Bangkok 10330

### **Procedure for receiving information to attend the Meeting via e-mail**

1. When the shareholder has been verified for identity verification from the Company, shareholders will receive an email with a link to attend the Meeting that shall be sent by OJ International Co., Ltd. ([e-agm@ojconsultinggroup.com](mailto:e-agm@ojconsultinggroup.com)). Please verify your name and the Meeting's date and time.
2. When you want to attend the Meeting, click on "**Click on this Link**" to open a web browser. Please fill in the **Shareholder's registration No.** and **Reference No.** (Citizen ID of shareholders) and select the button "**Register to attend the meeting**"
3. The system will show the details of the shareholders. Please select the button "**Confirm the meeting**"
4. The system will appear with buttons to select "**E-Meeting**" (Blue) and "**E-Voting**" (Green).

**Note: For English version, please join the E-Meeting English via the link received by email only.**

### **How to use E-Meeting**

1. Shareholders select the button "**E-Meeting**" to attend the meeting, the system will appear Web Browser ZOOM. Then a pop-up will appear, please select the button "**Cancel**" and select the button "**Click here**".
2. Then a pop-up will appear, click the button "**Cancel**" and select the button "**join from your browser**".
3. The system will appear on the screen, then enter your first and last name.
  - \*In case the shareholder is a natural person, fill in the first and last name of the shareholder.
  - \*In case the shareholder is a juristic person, fill in the name of the juristic person.
4. Select the button "**Join**". The message will appear "**Please wait, the meeting host will let you in soon**". Please wait for the staff to check and accept your attendance.

5. When entering the meeting room, please select the button **“Join with Computer Audio”** to turn on the computer microphone and speaker system, then please turn off the microphone during the Meeting by selecting the button **“Mute”**
  - When the Facilitator gives the opportunity to ask questions, shareholder or proxy who wants to ask a question can select the button **“Participants”** and select the button **“Raise hand”**. After receiving the signal from the staff, shareholder or proxy shall turn on the camera by selecting the button **“Start Video”** and microphone by selecting the button **“Unmute”**.
  - After completing the questionnaire, please select the button **“Lower hand”** to put the hand down as well as closing the camera and muting the microphone.
  - To ask questions via chat system, please select the button **“Chat”**, an area to type a message will appear. Select the button **“Enter”** to submit a question.

#### **How to use E-Voting**

1. When the shareholder or proxy would like to vote, please select the button **“E-Voting”**, the system will appear on the voting screen for each agenda.
2. The shareholder or proxy can choose to vote **“Approve”**, **“Disapprove”**, **“Abstain”**. After voting, the system will appear a pop-up to confirm the vote, please select the button **“Confirm”**.
  - The shareholder or proxy can change their voting by selecting to vote again within the voting period.
  - When voting period is over, the shareholder or proxy who have not yet voted will automatically count as an “Approve” vote.
3. When the shareholder or proxy finishes voting, please return to the E-Meeting window to continue attending the Meeting.